

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	AUTHORITY and REFERENCES: 1-JDTP-3C-01-04; 3D-18
CHAPTER: Program Services		AUTHORITY: KRS 15A.0652
SUBJECT: Day Treatment Admissions		
POLICY NUMBER: DJJ 333		
TOTAL PAGES: 3		
EFFECTIVE DATE: 1/04/2016		
APPROVAL: Bob D. Hayter		, COMMISSIONER

I. POLICY

Day treatment programs shall provide an alternative to institutionalization for youth and shall be a link in the transitioning of youth into community placement. Before a youth is placed in a day treatment program, an assessment of the youth's individual needs shall be completed. The Department shall provide services to youth in day treatment programs without discrimination as to race, religion, national origin, gender, or disability.

II. APPLICABILITY

This policy shall apply to each Department of Juvenile Justice (DJJ) operated or contracted day treatment program.

III. DEFINITIONS

Refer to Chapter 300.

IV. PROCEDURES

A. Day Treatment Admissions

1. Youth ages twelve (12) to seventeen (17) shall be eligible for admission consideration. Priority for admission shall be given to youth in the order provided below:
 - a. DJJ youth transitioning from a DJJ or contracted residential facility;
 - b. DJJ youth transitioning from a DJJ or contracted group home;
 - c. DJJ youth transitioning from, or into, a contract foster home;
 - d. Youth adjudicated on delinquent offenses;
 - e. Youth at risk of out of home placement; and
 - f. Youth with severe behavioral issues in the school and in the community.
2. The referral process shall include the following:
 - a. The referring agent shall provide the program Superintendent or designee appropriate information on each youth at the time of referral for admission into the program. If a youth is admitted without

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adequate information, it shall be forthcoming within twenty-four (24) hours, unless approved otherwise by the Regional Division Director or designee. This information shall be documented for inclusion in the youth's individual client record (ICR).

- b. A referral shall be submitted in writing, signed by the youth, parent or caregiver, and assessor and include at a minimum, the following information:
 1. Identifying information: name, address, date of birth, sex, and race or ethnic origin;
 2. Name of referring agency or committing authority;
 3. Reason for referral, including presenting problems;
 4. Social history and needs assessment;
 5. Clinical evaluations, assessments, recommendations, including psychological evaluations and intellectual assessments;
 6. School assessments, history, and records, including vocational interests and experience;
 7. Legal history and prior placements;
 8. Legal status, including jurisdiction, pre-disposition, and court reports;
 9. Probation, commitment, or sentencing order and supervised placement conditions;
 10. Religious background and interests;
 11. Recreational preferences and needs assessment;
 12. Emergency contact for youth;
 13. Date information is gathered;
 14. Personal physician's name and special medical, dental, substance abuse, or mental health problems; and
 15. Any other information pertinent to the youth.
- c. Referrals shall be reviewed by the program Superintendent and treatment team members. The referring individual or agency shall be notified of a decision within two (2) weeks of the program receiving a complete referral packet. If the decision is made that a day treatment program is not the appropriate placement for a youth, a response in writing, shall be provided to the referring agency with recommendations for other service or placement options.
- d. Upon written request, from the perspective youth, an explanation of the reason the youth was not accepted into the program shall be provided.
- e. Once a youth has been admitted the Superintendent shall retain the right to request their removal from the program and reasons shall be documented.

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3. A DJJ program shall make accommodations for youth with a disability. A designee in the DJJ program shall make appropriate referrals for care and treatment and may provide connection to resources when a youth has a disability that manifests in behaviors that may present a threat to self or others.
- B. DJJ operated day treatment programs shall have written standard operating procedures (SOP's) that have been approved by the Regional Division Director or designee, to be followed when accepting or declining a referral.
- C. DJJ contracted day treatment programs shall have written SOP's that have been reviewed by the Education Branch, to be followed when accepting or declining a referral.
- D. A copy of the admission criteria and procedures shall be distributed to referring agencies and interested parties.
- E. The Superintendent or designee shall ensure transmittal of the referral information to dietary and other staff members, as appropriate, prior to, or in extenuating circumstances where admission of the youth occurs without adequate information, within twenty-four (24) hours after the arrival of the youth at the program. At the time of admission, staff shall be informed of any special needs of the youth, to include dietary, physical, or mental health problems that may require attention.
- F. The Superintendent shall ensure that referral information and special needs information of the youth are transmitted to staff upon admission of the youth or within twenty-four (24) hours of arrival.
- G. The youth's educational status shall be discussed with the parent or caregiver within five (5) business days of admission. When a literacy problem exists, a staff member shall assist the youth or parent or caregiver in understanding the material. Completion of orientation shall be documented by a statement signed and dated by the youth and parent or caregiver.

V. MONITORING MECHANISM

The Juvenile Services District Supervisor (JSDS), the Juvenile Services Regional Manager, the Superintendent, the Facilities Regional Administrator (FRA), and the Quality Assurance (QA) Branch shall monitor this activity.